

Education and Environmental Services Program Manager III Supplemental Application

This form must be submitted with the completed Community Action Partnership of San Bernardino County Employment Application.

Describe in detail, but as concisely as possible, your experience and training in each of the following areas. Attach additional sheets if necessary.

1. Direct Supervision of Staff: (Include your experience and training in the area of direct supervision of staff to include years of experience, number of staff supervised and the types and levels of positions)
2. Preparing, justifying and managing complex program budgets: (Include your “hands-on” experience in preparing, justifying and managing complex program budgets to include amount, complexity and types of funding sources).

3. Program planning and development: (Include your experience in determining program goals, objectives and outcomes).

4. Human Resources: (Include your experience and training in hiring, training, evaluating and disciplining employees; safety administration; discrimination complaint investigation and resolution; and workers' compensation claims).

CERTIFICATE OF APPLICANT: I certify that all information provided above and on any attached pages is true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal.

Name (print): _____

Signature: _____

Social Security Number: _____

Date: _____

8/4/08
DOC: RECRUITMENT